CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

RFQQ

Legal Services Supply Schedule

RFQQ NO. 185563

QUESTION DEADLINE:

PRE-PROPOSAL CONFERENCE: (PLEASE ENTER DATE IF REQUIRED, ELSE ENTER N/A)

PROPOSAL DUE DATE: (12/31/25 5:00 PM)

*Bids must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids will not be accepted.

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database **www.detroitmi.gov/supplier**. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to **procurementinthecloud@detroitmi.gov**or call (313) 224-4600.

The individual listed below is the bid contact.

Company	**City of Detroit**
Buyer	**David Mott**
Location	**2 WOODWARD AVENUE** **STE 1100** **DETROIT, MI 48226** **UNITED STATES**
Phone	
Fax	
E-mail	**mottda@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site *(Optional)*	
Address	
Contact Details	
Response Valid Until *(Optional)*	

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1 Overview

1.1 General Information

Title	**Legal Services Supply Schedule**
Synopsis	**To request submittals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this Request for Qualifications (RFQQ) to provide legal assistance for indigent individuals.**
Buyer	**David Mott**
E-Mail	**mottda@detroitmi.gov**
Introduction	

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Law Department submittals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this Request for Qualifications (RFQQ) to provide legal assistance for indigent individuals.

1.2 Schedule

Preview Date		Open Date	**3/13/25 2:42 PM**
Close Date	**12/31/25 5:00 PM**		
Time Zone	**Eastern Standard Time**		

1.3 Negotiation Controls

Response Visibility	**Blind**

1.4 Terms

Payment Terms	**Net 30**	Freight Terms	**Account of Seller**
Shipping Method	**Lowest Cost Carrier**	FOB	**Delivered**
Negotiation Currency	**USD (US Dollar)**		
		Price Precision	**2**

1.5 Attachments

File Name or URL	Type	Description
RFQQ 185563 - Legal Services S	File	
Attachment B - Forms Affidavit	File	
Copy of Exhibit A 4 Planned Re	File	
Attachment A - Respondent Ques	File	

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

*1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

☐ a. Uploaded *(Response attachments are optional)*
☐ b. Not Uploaded *(Response attachments are optional)*

Comments:

*2. Complete the attached Affidavit of Disclosure of Interests and upload to your response.

Attachments:

File Name or URL	Type	Description
Affidavit of Disclosure of Int	File	

Select one of the following:

☐ a. Yes *(Response attachments are required)*
☐ b. No *(Response attachments are optional)*

Comments:

*3. Complete the attached Non-Collusion Affidavit and upload to your response.

Attachments:

File Name or URL	Type	Description
Non-Collusion Affidavit 4.4.20	File	

Select one of the following:

☐ a. Yes *(Response attachments are required)*
☐ b. No *(Response attachments are optional)*

Comments:

*4. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

☐ a. Yes
☐ b. No

Comments:

*5. Below document is necessary for you to upload along with the proposal:
Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

☐ a. Uploaded *(Response attachments are optional)*
☐ b. Not Uploaded *(Response attachments are optional)*

Comments:

6. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment (revised as of 3/21/24).

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

Comments:

*7. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

http://bit.ly/detroitclearances

Select one of the following:

☐ a. Completed
☐ b. Not Completed

Comments:

*8.

Will you be utilizing any Sub-Contractors? If so, please review the list of debarred contractors. No debarred contractor is eligible to serve as a subcontractor or as a goods, services or materials supplier for any contract.

https://detroitmi.gov/government/office-inspector-general/debarment-information

Select one of the following:

☐ a. Yes (upload the required documents) *(Response attachments are optional)*
☐ b. No *(Response attachments are optional)*

Comments:

3 Lines

3.1 Line Information

Line	Target Quantity	Response Price	Line Amount	Promised Date
1-Legal Services				

3.2 Line Details

3.2.1 Line 1 Legal Services

To provide an alternate line, see appendix.

Category Name **Y.04 Legal Services**

Allow Alternate Lines **Yes**

Alternate Line Provided ☐**Yes** ☐**No**

Requested Date

Location

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line *(Number and description of the negotiation line for which you have an alternative)*	Example:1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number *(Enter only numbers in sequence starting with 1 for every alternate line)*	
Alternate Line Description	
Response Price *(For a negotiation line with cost factors, enter your line price in the cost factors table)*	
Response Quantity	
UOM	
Promised Date	
Note to Buyer	